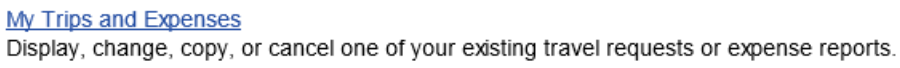
My Trips and Expenses

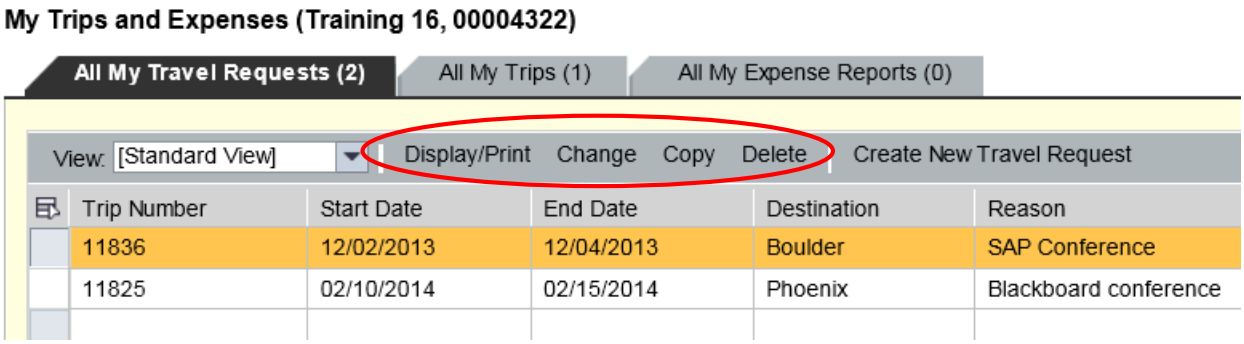
Location(s): myNKU → ESS Travel

Purpose: My Trips and Expenses is a central composition of all trip requests and expenses in all processing statuses. It allows the ability display/print, change, copy, or delete trips.

1. Click My Trips and Expenses



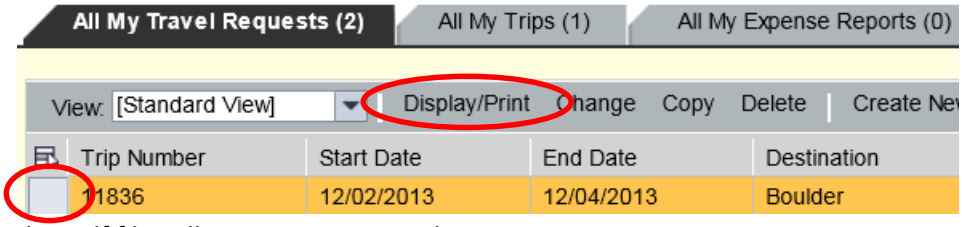
2. Highlight a row to display/print, change, copy, or delete a trip



- A list of all requests will be reflected under the All My Travel Requests tab
- A list of all expenses will be reflected under the All My Expense Reports tab
- A list of all travel will be reflected in All My Trips

View the .pdf summary document

1. Click My Trips and Expenses
2. Highlight the appropriate row under the appropriate tab
3. Click Display/Print



4. The .pdf file will open in a new window
   - The scroll bar may need to be used to view the entire .pdf file

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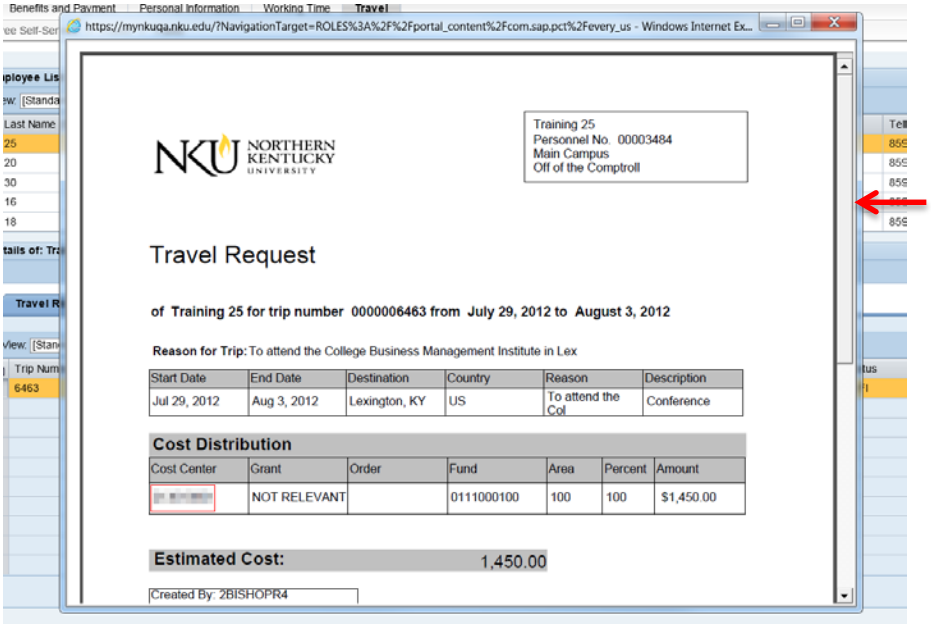
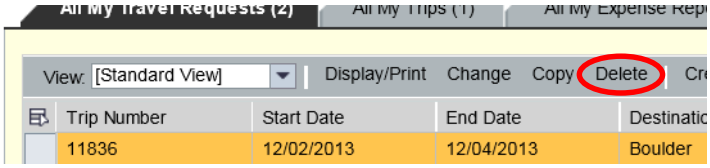
Note: The pdf summary will reflect the information for the corresponding tab. If you are on the Travel Request tab, the Travel Request summary will be displayed. If you are on the Expense Report tab, the Expense Report summary will be displayed.



Delete a Trip

1. Click My Trips and Expenses
2. Highlight the row that reflects the trip to be deleted
3. Click Delete



- The trip details are reflected

4. Click Delete to confirm deletion

Note: Exercise caution when deleting any travel items; deleting a travel item removes the trip number completely, effectively canceling the trip

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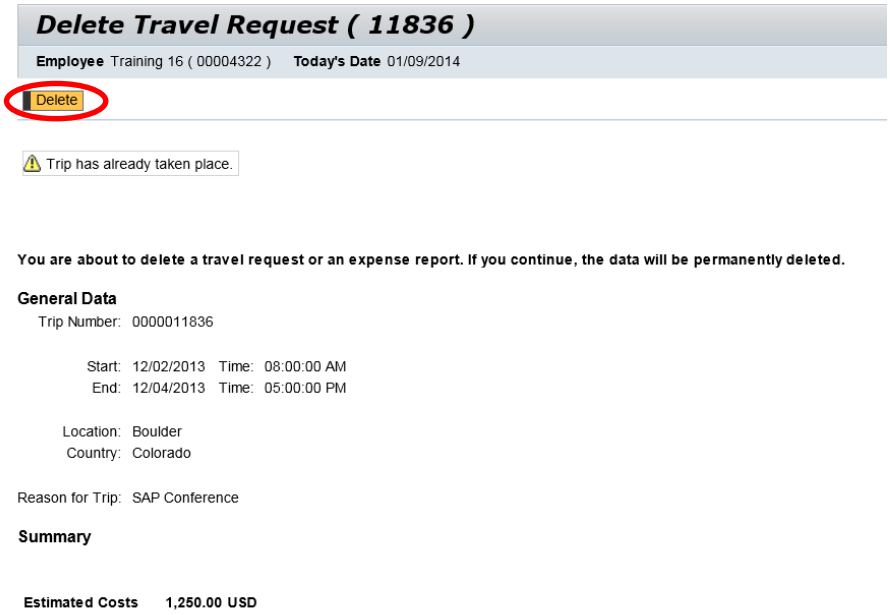
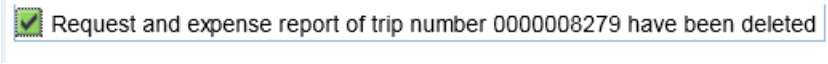
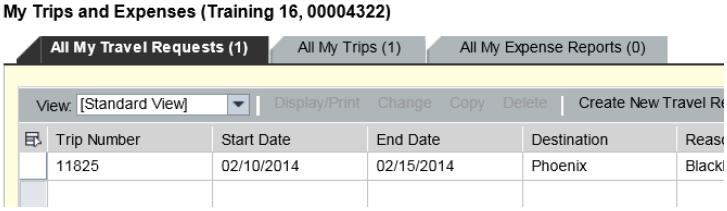


5. A confirmation message is reflected



- The deleted trip is no longer reflected on My Trips and Expenses

Note: The commitment will be removed. Check the ZFD1 report to view the commitment information.



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